

~~S E C R E T~~

6 - 12 April 1986

D/CO

In concert with the celebration of National Secretaries Week from 21-25 April, the Office of Communications (OC) has scheduled the following activities:

25X1 a. On Thursday, 24 April from 1500 to 1600 in Room 2C19 [redacted] Ms. Luz Diago, certified color analyst with Rose Petals, will conduct a seminar on Seasonal Color Theory as it applies to clothing and makeup. All OC secretaries are invited to attend.

25X1 b. On Friday, 25 April, [redacted] of the
25X1 Office of Training and Education will address the topic of
25X1 Managerial/Secretarial-Clerical Interfacing. This presentation
will begin at 1430 in Room 2C19 [redacted] All OC employees
are invited to attend.

OC-CS

25X1 1. [redacted] accompanied representa-
tives from OC-Communications Security Division (OC-CSD), Appli-
25X1 cations and Projects Group, to the critical Design Review for
the Experimental Data Security Module Program [redacted]
25X1 from 9-11 April. The project's completion date is scheduled
25X1 for November 1987, however, it is dependent on Security Fault
25X1 Analysis approval [redacted]

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OC-CS (Continued)

25X1

[Redacted]

C/OC-OPS

25X1

[Redacted]

OC-MPS

25X1

25X1

25X1

1. [Redacted] met with [Redacted] Office of Personnel, on 11 April to discuss the Agency's Human Resource Management System. [Redacted] is gathering data which will be analyzed by a task force to determine how effective this system will be in supporting the Agency's future challenges.

[Redacted]

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OC-AMD

25X1



25X1

2. The Employee and Dependent Assistance Center is now finalizing the schedule for the Overseas Orientation Program to be held 20-23 May [redacted]. The schedule has been expanded to four full days to provide several new presentations on topics of interest to OC careerists and their spouses. This offering will also include several Office of Logistics (OL) employees who are scheduled for an overseas assignment.

3. OC Recruiters visited two tech schools, Western Iowa Tech and Hamilton Tech, located in Sioux City and Davenport, Iowa to test and interview prospective Electronic Technicians. Results were outstanding and well worth the effort.

25X1

25X1

4. To help with the challenge of recruiting sufficient technical applicants for OC, the Recruitment Section has decided to produce their own. As of Tuesday morning, 8 April at 6:30 a.m., [redacted] was born to OC Recruiter. [redacted]

25X1

5. [redacted] a welcome addition to the Recruitment Staff, reported for duty on 7 April.

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OC-AMD (Continued)

25X1 6. [redacted] returned from Timplex
LINK 1 multiplexer training and are in the process of developing
a course to be added to the technical training curriculum.

25X1 7. [redacted]
were TDY to Boston for final review of the Time Division Multiple
Access (TDMA) computer based training course. Final courseware
will be received during the week of 14 April.

8. The master copies of the Agency Retirement Seminar have
been received from Headquarters and are being duplicated by the
Educational Support Staff for distribution to the field. Copies
of the Financial Planning Seminar have also been received and
will be duplicated for field distribution as well.

OC-CSD

25X1

[redacted]

OC-ED

25X1

[redacted]

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OC-ED (Continued)

25X1

3. Headquarters Area Transmission System (HATS) -
Installation work on the HATS upgrade began last week with
teams starting at both

25X1

25X1

OC-FND

25X1

1. Agency communications support was provided to the
following dignitaries during this reporting period:

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OC-FND (Continued)

25X1

4. Initial acceptance testing of the new standard base station receiver, the Cubic Model R-3030, has surfaced several performance problems. Two major problems were discussed with the vendor, who agreed to provide a California based engineer to investigate the problems and initiate corrective action.

5. Capitalization Program Status: PRS-6/7 TERP-IIA

25X1

Systems Operational
Installations in Progress
Equipment on Site
Equipment Being Shipped

25X1

PRS-6 installations are in progress

25X1

25X1

25X1

TERP-IIA installations are in progress

Executive Assistant, OC

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